



**EMERGENCY  
RESPONSE PLAN**

Village of McFarland  
Wisconsin

Prepared by: The McFarland Emergency Management Committee

# APPROVAL AND IMPLEMENTATION

## Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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**ANNEXES** (distributed under separate cover)

- Evacuation
- Firefighting
- Law Enforcement
- Health & Medical Services
- Public Works & Engineering

Page reserved for future use

# BASIC PLAN

## I. AUTHORITY

### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42U.S.C. 5121
2. Emergency Planning and Community Right-to-Know act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Federal Response Plan
6. Federal Radiological Emergency Response Plan
7. National Oil and Hazardous Substances Pollution Contingency Plan

### B. State

- |        |   |
|--------|---|
| 21.11  | Call to Active Service  |
| 26.97  | Law Enforcement and Police Power (Town Chairs)                            |
| 59.025 | Administrative Home Rule  |
| 59.026 | Construction of Powers  |
| 59.031 | County Executive; (2) Duties and Powers                                   |
| 59.033 | County Administrator; (2) Duties and Powers                               |
| 59.05  | Chairperson; Vice Chairperson; Powers and Duties                          |
| 59.07  | General Powers of County Board; (146) Local Emergency Planning Committees |
| 59.08  | Public Works, How Done; Public Emergencies                                |

- 59.83 Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.24 Peace Maintenance
- 66.325 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 166.03 (1) Powers and Duties of the Governor  
(4) Powers and Duties of Counties and Municipalities  
(5) Powers and Duties of Heads of Emergency Government Services
- 213.095 Police Power of Fire Chief, Rescue Squads
- 895.483 (2) Civil Liability Exemption; County Emergency Response Team

**C. County**

- 36.01 Purpose and Authority
- 36.02 Definitions
- 36.03 County Emergency Government Committee
- 36.04 Local Emergency Planning Director
- 36.05 County Emergency Planning Director
- 36.06 Duties of the County Emergency Planning Director
- 36.07 Sharing of Costs
- 36.10 Utilization of Existing Services and Facilities
- 36.11 Debris Removal on Private Property
- 36.99 Penalties

**D. Local**

1. Village of McFarland Code of Ordinances, Title 2 Article VII.
2. Inter-local agreements & contracts. See the summary in Appendix 5.

## **E. Mutual Aid Agreements**

- Dane County Fire Departments Mutual Aid Agreement
- Dane County Emergency Medical Service Mutual aid Agreement
- Agreement for HazMat Response by the City of Madison within Dane County, Wisconsin for Level B incident.
- State of Wisconsin provision of HazMat Level A response with Madison Fire Department responding under contract with the state.
- Dane County Interagency Crisis Event Management Plan, Dane County C
- Chiefs of Police.
- Department of Public Works Mutual Aid Agreement

## II. PURPOSE

This Basic Plan outlines The Village of McFarland's approach to emergency operations. It provides general guidance for emergency management activities and an overview of this jurisdiction's methods of mitigation, preparedness, response, and recovery. The plan describes The Village of McFarland's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes the Village of McFarland's chief elected official and other elected officials, the emergency management staff, department heads and their senior staff members, or their designees, leaders of local volunteer organizations that support emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

### III. EXPLANATION OF TERMS

#### A. Acronyms

ARC	American Red Cross
CHS	County Human Services
CC	County Coroner
CFR	Code of Federal Regulations
DCEM	Dane County Emergency Management
DCPH	Dane County Public Health
EOC	Emergency Operations Center
EPI	Emergency Public Information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FRERP	Federal Radiological Emergency Response Plan
HazMat	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MGE	Madison Gas and Electric
NIMS	National Incident Management System
OSHA	Occupational Health and Safety Administration
PIO	Public Information Official
RACES	Radio Amateur Civil Emergency Service
SBC	Southwestern Bell Corporation

SOPs	Standard Operating Procedures
TDS	Telephone and Data Systems, Inc.
TSA	The Salvation Army
WDNR	Wisconsin Department of Natural Resources
WEM	Wisconsin Emergency Management

## **B. Definitions**

### 1. Emergency Operations or Operating Center (EOC)

Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

### 2. Emergency Public Information (EPI)

Information that is disseminated to the public via the news media and other outlets before, during, and/or after an emergency or disaster.

### 3. Emergency Situation

As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

#### a. Incident

An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

- 1) Involves a limited area and/or limited population.
- 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- 3) Warning and public instructions are provided in the immediate area, not community-wide.
- 4) One or two local response agencies or departments acting under and IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.

- 5) May require limited external assistance from other local response agencies or contracts.

b. Emergency

An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- 1) Involves a large area, significant population, or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) May require community-wide warning and public instructions.
- 4) Requires a sizable multi-agency response operating under an IC.
- 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

c. Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- 1) Involves a large area, a sizable population, and/or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) Requires community-wide warning and public instructions.

- 4) Requires a response by all local response agencies operating under one or more ICs.
- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

4. Hazard Analysis

A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment. (See Dane County Analysis)

5. Hazardous Material (Hazmat)

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmat includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

6. Inter-local Agreements

These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. These arrangements are commonly referred to as mutual aid agreements.

7. Standard Operating Procedures (SOPs)

An approved method for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

The Village of McFarland is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards to the McFarland community is provided in Figure 1. **More detailed information is provided in appendices.**

Figure 1

### HAZARD SUMMARY

	LIKELIHOOD OF OCCURRENCE*	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY	ESTIMATED IMPACT ON PROPERTY
HAZARD TYPE	(SEE BELOW)	LIMITED / MODERATE / MAJOR	LIMITED / MODERATE / MAJOR
<b><i>Natural</i></b>			
Drought	Occasional	Limited	Limited
Flash Flooding	Unlikely	Limited	Limited
Flooding (river or Tidal)	Occasional	Moderate	Moderate
Tornado	Occasional	Major	Major
Winter Storm	Highly Likely	Moderate	Limited
<b><i>Technological</i></b>			
Power Outage	Occasional	Moderate	Limited
Air Disaster	Unlikely	Moderate	Moderate
Transportation Incident	Occasional	Limited	Moderate
Communication Failure	Occasional	Limited	Limited
Dam/Locks Failure	Unlikely	Limited	Moderate
Hazmat/Oil Spill (Fixed site)	Occasional	Moderate	Moderate/Major
Hazmat/Oil Spill (Transport)	Occasional	Moderate/Major	Moderate/Major
Major Structural Fire	Occasional	Moderate	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Moderate/Major	Moderate
<b><i>Security</i></b>			
Civil Disorder	Occasional	Major	Major
Terrorism	Unlikely	Major	Major

\*Likelihood of Occurrence: Unlikely, Occasional, Likely or Highly Likely

## **B. Assumptions**

1. The Village of McFarland will continue to be exposed to and subject to the impact of those hazards described above, as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Mutual aid assistance will be available in all emergency situations. Since it takes time to summon external assistance, it is essential for this jurisdiction to be prepared to carry out the initial emergency response on an independent basis.

## V. CONCEPT OF OPERATIONS

### A. Objectives

The objectives of the Village of McFarland's emergency management program are to protect public health and safety and preserve public and private property.

### B. General

1. It is the responsibility of Village of McFarland officials to protect public health and safety and preserve property from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for a response to, and managing the recovery from emergency situations that affect the community.
2. Citizens of the Village of McFarland have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve the necessary objective, an emergency program has been organized that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of the preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current SOPs that describe how emergency tasks will be performed. Departments and agencies are charged with insuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day- to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

## **C. Operational Guidance**

### **1. Initial Response**

Emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from the state and federal agencies and industry where appropriate.

### **2. Implementation of the Incident Command System (ICS)**

- a. The first local emergency responder to arrive at the scene of an emergency situation will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, and direction and control of the response transitioned to the IC.

### **3. Source and Use of Resources**

- a. The Village of McFarland will use its own resources to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if the resources are insufficient or inappropriate. Local, County, State, and Federal Government processes provide that the county should be the first channel

through which a municipality requests assistance when its resources are exceeded. If additional resources are required, the following options exist:

- 1) Summon those resources available pursuant to inter-local agreements. See Appendix 5 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
  - 2) Summon emergency service resources that have been contracted. (See Appendix 5)
  - 3) Request assistance from volunteer groups active in disasters.
  - 4) Request assistance from industry or individuals who have the resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within this jurisdiction, it is expected that the external agency will conform to the guidance and direction provided by the Village of McFarland IC.

#### **D. Incident Command System**

The Village of McFarland will employ the ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Appendix 6.

1. An IC using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
2. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in the development of objectives and strategies to deal with the emergency. Appendix 6 provides additional information on Unified Command.

## **E. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface**

1. For major emergencies and disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential, however, that a more precise division of responsibilities be determined based on the specific circumstances of each emergency response. The EOC is normally located in the McFarland Municipal Center.
2. The IC is generally responsible for coordinating field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warnings.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuations.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

## **F. County, State, Federal, and Other Assistance**

### **1. County and State Assistance**

- a. If local and county resources are inadequate to deal with an emergency situation, assistance from the State will be requested. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, local jurisdictions must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to Dane County Emergency Management. See Appendix 2 to the Resource Management Annex, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the county level and the key person to validate a request for, obtain, and provide that state assistance and support is the Dane County Emergency Management Director. This official has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. A request for state assistance must be made by the Village President and may be made by telephone, fax, and email.
- d. The Dane County Emergency Management Director will forward requests for assistance that cannot be satisfied with county resources within the area to the State EOC for action.

### **2. Federal and Other Assistance**

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA)

- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Federal Radiological Emergency Response Plan (FRERP) addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration. See the Recovery Annex for additional information on the assistance that may be available during disaster recovery.

## **G. Emergency Authorities**

- 1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section 1 of this plan.
- 2. State statutes and the Executive Order of the Governor Relating to Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, these powers will be invoked during emergency situations.

These powers include:

- a. **Emergency Declaration**

In the event of riot or civil disorder, the Village President may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in the Legal Annex.

- b. **Disaster Declaration**

When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Village President may, by executive order or proclamation, declare a local state of disaster. The Village President may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor *on an appropriate local scale* in order to cope with the disaster. These powers include:

- 1) Suspending procedural laws and rules to facilitate a timely response.
- 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
- 3) Restricting the movement of people and occupancy of premises.
- 4) Prohibiting the sale or transportation of certain substances.
- 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is helpful in obtaining state and federal disaster recovery assistance. See the Legal Annex, for further information on disaster declarations and procedures for invoking emergency powers.

## **H. Activities by Phases of Emergency Management**

This plan addresses emergency actions that are conducted during all four phases of emergency management.

### **1. Preparedness**

Preparedness activities will be conducted to develop and test the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency management program are:

- a. Providing emergency equipment and facilities.
- b. Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- c. Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.
- d. Conducting periodic drills and exercises to test emergency plans and training.

## 2. Response

The Village of McFarland will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, EPI (emergency public information), search and rescue, as well as other associated functions.

## 3. Mitigation

The Village of McFarland will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The mitigation program is outlined in the Mitigation Annex.

## 4. Recovery

If a disaster occurs, the Village of McFarland will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. The recovery program is outlined in the recovery Annex.

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

#### 1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. Village governmental organizations for emergencies include an executive group, emergency services, and support services.

#### 2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Village President, Village Administrator, Emergency Management Director, and Department Heads.

#### 3. Emergency Services

Emergency Services include the IC and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

#### 4. Emergency Support Services

This group includes those departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources. This group is activated and operated as part of the Emergency Operation Center (EOC).

#### 5. Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

### B. Assignment of Responsibilities

#### 1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials,

departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Appendix 3 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

## 2. Executive Group Responsibilities

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses those functions. Plan and annex assignments are outlined in Appendix 4. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

- a. The Village President will:
  - 1) Monitor the emergency response during disaster situations and provide direction where appropriate.
  - 2) With assistance of the Public Information Officer, keep the public informed during emergency situations.
  - 3) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of the government when necessary.
  - 4) Request assistance from other local governments or the State when necessary.
- b. The Village Administrator will:
  - 1) Monitor the emergency response during disaster situations and provide direction where appropriate.
  - 2) Keep the Village President and Village Board apprised of the preparedness status and emergency management needs.

- 3) Act as primary Public Information Officer, keeping the public informed during emergency situations.
- 4) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 5) Assign emergency management program tasks to departments and agencies.
- 6) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.

c. The Emergency Management Director will:

- 1) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 2) Implement the policies and decisions of the governing body relating to emergency management.
- 3) Coordinate the operational response of local emergency services.
- 4) Coordinate activation of the EOC and supervise its operation.
- 5) Keep the Village President and Village Administrator apprised of the preparedness status and emergency management needs.
- 6) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 7) Prepare and maintain a resource inventory.
- 8) Arrange appropriate training for local emergency management personnel and emergency responders.
- 9) Coordinate periodic emergency exercises to test emergency plans and training.
- 10) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 11) Activate the EOC when required.

- 12) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 13) Coordinate with organized volunteer groups and businesses regarding emergency operations.

3. Common Responsibilities

All emergency services and support services will:

- 1) Provide personnel, equipment, and supplies to support emergency operations upon request.
- 2) Develop and maintain SOPs for emergency tasks.
- 3) Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
- 4) Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to the Resource Management annex.
- 5) Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.

4. Emergency Services Responsibilities

a. The IC will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- 3) Operate under the ICS Unified Command structure.

b. Warnings and Alerts

- 1) Primary responsibility for this function is assigned to the DCEM who will prepare and maintain the Warning Annex to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

- a. Receive information on emergency situations.
- b. Alert key local officials of emergency situations.
- c. Disseminate warning information and instructions to the public through available warning systems.
- d. Disseminate warning and instructions to special facilities such as schools and hospitals.

5. Communications

- a. Primary responsibility for this function is assigned to the Police Chief who will prepare and maintain the Communications Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Identify the communications systems available with the local area and determine the connectivity of those systems.
  - 2) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
  - 3) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

6. Radiological Protection

- a. Primary responsibility for this function is assigned to the EMS Director/Fire Chief, who will prepare and maintain the Radiological Protection Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Maintain inventory of radiological equipment.
  - 2) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
  - 3) Respond to radiological incidents and terrorist incidents involving radiological materials.

- 4) Make notification concerning radiological incidents to state and federal authorities.

7. Evacuation

- a. Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain the Evacuation Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Identify areas where evacuation has already taken place where it is necessary and determine population at risk.
  - 2) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
  - 3) Develop simplified planning procedures for ad hoc evacuations.
  - 4) Determine EPI requirements.
  - 5) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).
  - 6) Identify security needs of the evacuated areas to minimize potential looting and repopulation.

8. Firefighting

- a. Responsibility for this function is assigned to the Fire Chief, who will prepare and maintain the Firefighting Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Fire prevention activities
  - 2) Fire detection and control
  - 3) Hazmat and oil spill response
  - 4) Terrorist incident response
  - 5) Evacuation support

- 6) Post-incident reconnaissance and damage assessment
- 7) Fire safety inspection of temporary shelters.
- 8) Prepare and maintain fire resource inventory
- 9) Fire investigation of origin and cause.

9. Law Enforcement

- a. Primary responsibility for this function is assigned to the Police Chief who will prepare and maintain the Law Enforcement Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Maintenance of law and order
  - 2) Traffic control
  - 3) Terrorist incident response
  - 4) Provision of security for vital facilities, evacuated areas, and shelters.
  - 5) Access control for damaged or contaminated areas.
  - 6) Warning support
  - 7) Post-incident reconnaissance and damage assessment
  - 8) Prepare and maintain law enforcement resource inventory.

10. Health and Medical Services (check county plan)

- a. Primary responsibility for this function is assigned to the DCCPH.
- b. Emergency tasks to be performed include:
  - 1) Coordinate health and medical care and EMS support during emergency situations.
  - 2) Public health information and education.
  - 3) Inspection of food and water supplies.

- 4) Develop emergency public health regulations and orders.
- 5) Coordinate collection, identification, and interment of deceased victims.

11. Direction and Control

- a. Primary responsibility for this function is assigned to the Village Administrator, who will prepare and maintain the Direction and Control Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Direct and control local operating forces.
  - 2) Maintain coordination with neighboring jurisdictions.
  - 3) Assign maintenance responsibilities for the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
  - 4) Assign representative, by title, to report to the EOC and develops procedures for crisis training.
  - 5) Develop and identify the duties to the staff, use of displays and message forms, and procedures for EOC activation.
  - 6) Coordinate the evacuation of areas at risk.

12. Hazardous Materials

- a. The primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain the HazMat and Oil Spill Response Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) In accordance with Occupational Health and Safety Administration (OSHA) regulations, establish ICS to manage the response to Hazmat incidents.
  - 2) Establish the hazmat incident functional areas (e.g., Hot Zone, Warm Zone, Cold Zone, etc.)

- 3) Determine and implement requirements for personal protective equipment for emergency responders.
- 4) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
- 5) Determine areas at risk and which public protective actions, if any, should be implemented.
- 6) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- 7) Determine when affected areas may be safely reentered.

13. Search and Rescue

- a. The primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain the Search and Rescue Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Coordinate and conduct search and rescue activities.
  - 2) Identify requirements for specialized resources to support rescue operations.
  - 3) Coordinate external technical assistance and equipment support for search and rescue operations.

14. Terrorist Incident

- a. Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain the Terrorist Incident Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
  - 2) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.

- 3) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- 4) Ensure required notification of terrorist incidents is made to state and federal authorities.

## **C. Support Services Responsibilities**

### **1. Shelter and Mass Care**

- a. Primary responsibility for this function is assigned to Emergency Management Director who will prepare and maintain the Shelter and Mass Care Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Perform emergency shelter and mass care planning.
  - 2) Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups.

### **2. Emergency Public Information**

- a. Primary responsibility for this function is assigned to the Village of McFarland Administrator, who will prepare and maintain the Emergency Public Information annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Conduct on-going hazard awareness and public education programs.
  - 2) Compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
  - 3) Provide information to the media and the public during emergency situations.
  - 4) Arrange for media briefings.
  - 5) Compile print and photo documentation of emergency situations.

3. Recovery

- a. Primary responsibility for this function is assigned to the Village Administrator along with EM Director who will prepare and maintain the Recovery Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Assign and coordinate the efforts of the damage assessment teams with state and federal personnel who may be dispatched to assist this jurisdiction.
  - 2) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
  - 3) If damages are beyond Village capability to deal with, compile information for use by the elected officials in requesting County, State, or Federal disaster assistance.
  - 4) If determined that McFarland is eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
  - 5) Inspection of buildings.

4. Public Works and Engineering

- a. Primary responsibility for this function is assigned to the Public Works Director, who will prepare and maintain the Public Works and Engineering Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Protect government facilities and vital equipment where possible.
  - 2) Assess damage to streets, bridges, traffic control devices, and other public facilities.
  - 3) Direct temporary repair of vital facilities.
  - 4) Restore damaged roads and bridges.
  - 5) Restore waste treatment and disposal systems.

- 6) Arrange for debris removal.
- 7) General damage assessment support.
- 8) Community Development.
- 9) Provide specialized equipment to support emergency operations.
- 10) Support traffic control and search and rescue operations.

5. Utilities

- a. Primary responsibility for this function is assigned to the Public Works Director who will prepare and maintain the Energy and Utilities Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Prioritize restoration of utility service to vital facilities and other facilities.
  - 2) Arrange for the provision of emergency power sources where required.
  - 3) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
  - 4) Assess damage to, repair, and restore public utilities.
  - 5) Monitor recovery activities of privately-owned utilities.

6. Resource Management

- a. Primary responsibility for this function is assigned to the Director of Public Works who will prepare and maintain the Resource Management Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Maintain an inventory of emergency resources.
  - 2) During emergency operations, locate supplies, equipment, and personnel to meet specific needs.

- 3) Maintain a list of suppliers for supplies and equipment need immediately in the aftermath of an emergency.
- 4) Establish emergency purchasing procedures and coordinate emergency procurements.
- 5) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- 6) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- 7) Establish staging areas for resources, if required.
- 8) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- 9) Maintain records of emergency-related expenditures for purchases and personnel.

7. Human Services

- a. Primary responsibility for this function is assigned to the DCEM with support from the McFarland Senior Outreach Services Director who will prepare and maintain the Human Services Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Identify emergency feeding sites.
  - 2) Identify sources of clothing for disaster victims.
  - 3) Secure emergency food supplies.
  - 4) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross. (ARC).
  - 5) Coordinate care for disaster victims that have special requirements such as the aged, special needs individuals, and others.

- 6) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

8. Hazard Mitigation

- a. The primary responsibility for this function is assigned to the Village Administrator who will prepare and maintain the Hazard Mitigation Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Maintain the local Hazard Analysis.
  - 2) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
  - 3) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
  - 4) Coordinate and carry out post-disaster hazard mitigation program.

9. Transportation

- a. The primary responsibility for this function is assigned to the Village Administrator who will prepare and maintain the Transportation Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Identify local public and private transportation resources and coordinates their use in emergencies.
  - 2) Coordinate deployment of transportation equipment to support emergency operations.
  - 3) Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
  - 4) Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.

10. Donations Management

- a. The primary responsibility for this function is assigned to the Village Clerk, who will prepare and maintain the Donations Management Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Compile resource requirements identified by the Resource Management staff.
  - 2) Solicit donations to meet known needs.
  - 3) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
  - 4) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

11. Legal

- a. The primary responsibility for this function is assigned to the Village Attorney, who will prepare and maintain the Legal Annex to this plan and supporting SOPs.
- b. Emergency tasks to be performed include:
  - 1) Advise local officials on emergency powers of local government and procedures for invoking those measures.
  - 2) Review and advise the local officials on possible legal issues arising from disaster operations.
  - 3) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
  - 4) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

12. Other

Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the chief elected official.

**D. Volunteer and Other Services**

1. Volunteer Groups

The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with the local government:

a. Badger Chapter, American Red Cross

Provides shelter management, feeding at fixed facilities through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

b. The Salvation Army (TSA)

Provides emergency assistance to include; mass and mobile feeding of emergency workers, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

c. Radio Amateur Civil Emergency Service (RACES)

R.A.C.E.S. provides amateur radio support for emergency operations, including communications support in the EOC.

d. Business Support

Provides emergency assistance to include; equipment, food, supplies, and labor.

## VII. DIRECTION AND CONTROL

### A. General

1. The Emergency Management Director is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During disasters, he/she may carry out those responsibilities from the EOC.
2. The Emergency Management Director, with assistance from the Village Administrator, will provide direction of the response activities of all departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The Emergency Management Director will manage the EOC.
4. The IC, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.
6. If the Village's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from other jurisdictions, organized volunteer groups, or the State may be requested. The process for requesting county, state or federal assistance is covered in Section V.F. of this plan; see also the Request for Assistance form in the Resource Management Annex, Appendix 3. External agencies are expected to conform to the general guidance and direction provided by the senior decision-makers of this jurisdiction.

### B. Emergency Facilities

#### 1. Incident Command Post

Except when an emergency situation threatens, but has not yet occurred, and those situations for which there are no specific hazard impact site (such as severe winter storm or area-wide utility outage), an ICP or command posts will be established in the vicinity of the incident site(s). As

noted previously, the IC will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Emergency Operating Center

When major emergencies and disasters have occurred or appear imminent, the EOC, which is located at McFarland Municipal Center, will be activated. If the Municipal Center is inoperative, the EOC will be located at the Public Works facility.

3. Authorization

The following individuals are authorized to activate the EOC:

- a. Emergency Management Director
- b. Village Administrator
- c. Police Chief or designee
- d. Fire Chief or designee
- e. Village President

4. Responsibilities

The general responsibilities of the EOC are to:

- a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- b. Working with representatives of emergency services, determine and prioritize required response action, and coordinate their implementation.
- c. Provide resource support for emergency operations.
- d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
- e. Organize and activate large-scale evacuation and mass care operations.
- f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in the Direction and Control Annex. The interface between the EOC and the ICP is described in paragraph V.E. above.
6. The Alternate EOC is located at Public Works facility. This facility will be used if the primary EOC becomes unusable.
7. A mobile command and control vehicle, operated by DCEM, may be used as an ICP.

**C. Continuity of Government**

1. The line of succession for the Village President is:
  - a. Village Board Trustee designee
  - b. Board President pro tem
  - c. Village Administrator
2. The line of succession for the Village Administrator is:
  - a. Police Chief
  - b. Public Works Director
  - c. Village Clerk
3. The lines of succession for each department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

## VIII. READINESS LEVELS

### A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A four-tier system is utilized. Readiness Levels will be determined by the Emergency Management Director or, for certain circumstances, the Village Administrator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

### B. Readiness Level Descriptions

The following Readiness Levels will be used as a means of increasing this jurisdiction's alert posture.

#### 1. Level 4 – Normal Conditions

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an ICP may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

#### 2. Level 3 – Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
  - 1) Tornado Watch

Indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
  - 2) Flash Flood Watch

Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation monitoring, reconnaissance of known trouble spots, deploying warning signs.

3) Mass Gathering

For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

4) Winter Storm/Thunderstorm Watch

Issued when heavy snow, rain, sleet, or freezing rain are forecast to occur separately or in combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

- b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

3. Level 2 – High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

1) Tornado Warning

Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.

2) Flash Flood Warning

Issued to alert persons that flash flooding is imminent or is occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, opening shelters to house evacuees, and continuous situation monitoring.

3) Mass Gathering

Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence and close monitoring.

4) Winter Storm/Thunderstorm Warning

Issued when heavy snow, rain, sleet, or freezing rain are forecast to occur separately or in combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

- b. Declaration of a “Level 2” will generally require the initiation of the “High readiness” activities identified in each annex to this plan.

4. **Level – 1 Maximum Readiness**

- a. Maximum readiness refers to situations where hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather service combined with factors making the event more imminent.

1) Tornado Warning

Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and putting damage assessment teams on stand-by.

2) Flash Flood Warning

Flooding is imminent or is occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.

3) Mass Gathering

Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by and all law enforcement present for duty. Continuous situation monitoring is required.

4) Winter Storm/Thunderstorm Warning

Issued when heavy snow, rain, sleet, or freezing rain are imminent or are occurring separately or in combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

## IX. ADMINISTRATION AND SUPPORT

### A. Agreements and Contracts

1. Should local resources prove to be inadequate during an emergency; requests will be made for assistance from other DCEM local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may be in the form of equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.
2. The agreements and contracts pertinent to emergency management that this jurisdiction is party to are summarized in Appendix 5.

### B. Reports

#### 1. Hazmat Spill Reporting

If this jurisdiction is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See the Hazardous Material and Oil Spill response annex, for more information. If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are made.

#### 2. Initial Emergency Report

This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and assistance from other local governments or the State may be needed. See the Direction and Control Annex for the format and instructions for making this report.

#### 3. Situation Report

A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See the Direction and Control Annex, for the format of and instructions for making this report.

#### 4. Other Reports

Several other reports covering specific functions are described in the annexes to this plan.

## C. Records

### 1. Record Keeping for Emergency Operations

The Village of McFarland is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures. The Village Clerk or designee will provide support for record keeping responsibilities.

#### a. Activity Logs

The ICP and the EOC shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to other local governments and to state and federal agencies.
- 3) Significant changes in the emergency situation.
- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the public.
- 6) Evacuations.
- 7) Casualties.
- 8) Containment or termination of the incident.

#### b. Incident Costs

All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

c. **Emergency or Disaster Costs**

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operation costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. **Preservation of Records**

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, this jurisdiction will seek professional assistance to preserve and restore them.

**D. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Village Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General as warranted.

## **E. Post-Incident and Exercise Review**

The Emergency Management Director and Village Administrator are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## X. PLAN DEVELOPMENT AND MAINTENANCE

### A. Plan Development

The Emergency Management Director is responsible for the overall development and completion of the Emergency Response Plan, including annexes. The Village Administrator is responsible for approving and promulgating this plan.

### B. Distribution of Planning Documents

1. The Village Administrator shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Appendix 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts.

### C. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The Emergency Management Director will establish a schedule for annual review of planning documents by those tasked in them.

### D. Updates

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Emergency Management Director is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.
3. The Emergency Management Director is responsible for submitting copies of planning documents to county/state/other governmental agencies as directed by law.

## XI. REFERENCES

*FEMA, Independent Study Course, IS-288: The Role of Voluntary Organizations in Emergency Management*

*FEMA, State and Local Guide (SLG) 101: Guide for all-Hazard Emergency Operations Planning*

State Emergency Operations Plan

Hazard Analysis

## XII. APPENDICES

Appendix 1 ..... Distribution List

Appendix 2 ..... Organization for Emergencies

Appendix 3 ..... Functional Responsibility Matrix

Appendix 4 ..... Annex Assignments

Appendix 5 ..... Summary of Agreements and Contracts

Appendix 6 ..... Incident Command System Summary

Appendix 7 ..... Telephone List